

MAINTAINING YOUR OFFICIAL RECORDS

Maintaining accurate and current official records is the responsibility of the individual Marine, see [CMC White Letter 02-06](#). Below is a recommended procedure to perform a self-audit on your Master Brief Sheet (MBS) and Official Military Personnel File (OMPF). It is best to read and understand the procedures outlined below before proceeding with the self-audit. You are the best person to know what documents should be in your records. Have your personal records and certificates nearby as you review your records and as you identify discrepancies. Note whether something is missing or in error on your MBS and/or your OMPF because the procedures to correct each are different. [Records Management Section \(MMSB-20\)](#) will assist you to reconcile your records but will not audit your records.

The MBS has two sections; the top area is the Administrative Information section and below that is the Performance Evaluation Summary section. For the Administrative Information section of the MBS, the general rule is if the problem is a missing image, you will need to contact MMSB-20; if it's a MBS issue you will contact your local admin section. More specific contact information for each area of the Administrative Information section of your MBS is provided in phase I of this document. For the Performance Evaluation Summary section, the [Policy and Compliance Unit \(MMSB-31\)](#) will be your primary point of contact for policy, processing and correction questions.

You will complete your self-audit in two phases. Phase I is the audit and Phase II is the reconciliation procedures for correcting errors or deficiencies. The end-state is ensuring that the data on the MBS matches the image data found in the OMPF. This will ensure solid professional maintenance of your records and ensure that the snap-shot of your career is accurately portrayed to selection boards.

Send comments or recommendations regarding this document to the Officer/Enlisted Counseling (MMSB-50) section, smb_manpower_officer@usmc.mil for inclusion in future revisions.

PHASE I: Records Self-Audit

- 1) Log in to [MOL](#), select tab (MyOMPF), select Tab (MBS), and print your MBS and open your OMPF folder.

- 2) **Validate Administrative Information** - On your MBS, ensure the top line information is correct. Administrative information in the MBS is pulled from Marine Corps Total Force System (MCTFS). You must contact your admin section for corrections to your MBS.
- o Name
 - o SSN
 - o DOR
 - o Current Duty Assignment
 - o Billet Description: Reflects the billet title you are currently holding, not your MOS, e.g., Bn Executive Officer, Operations Officer, Platoon Sergeant.
- 3) **AWARDS** - Ensure all awards annotated on the MBS are accurate in both type and number received. Correct inaccurate information by contacting [Military Awards \(MMA\)](#).
- MMA is the only authorized unit to run Unit Diary entries on personal awards in order to affect a MBS entry; see MARADMIN 294/03. The MMA general contact number is: (703)-784-9206. For more specific information on awards see page 5, Notes Regarding Awards.
- o **MBS** - NAMs or higher, no unit awards
 - o **OMPF** - Personal Award Recommendation Form (OPNAV 1650, HQMC APS 1650, or NAVMC 11533), Summary of Action, Citation and Certificate
- 4) **MILITARY OCCUPATIONAL SPECIALTIES** - If you have more than one MOS, ensure they are listed and accurately annotated as PMOS, AMOS and Billet MOS. Follow the instructions below to correct:
- o **MBS** - All MOS's earned by completion of formal schools/OJT (Officer MOS' are reported by MMOA and enlisted by MMEA. Contact your monitor to add an MOS to your MBS).
 - o **OMPF** - Completion certificates for each MOS (Appointment and Designation letters DO NOT go in the OMPF)
- 5) **TRAINING SUMMARY** - Validate scores and dates for currency. See your unit training section or your Admin for corrections.
- o **MBS**
 - o Rifle
 - o Pistol
 - o PFT
 - o CFT
 - o [MCMAP](#) (must have associated documentation certificate or diary entry image)
 - o **OMPF** - should include all MCMAP certificates up to current MCMAP in sequence

6) **LANGUAGES**

- o **MBS** - Languages via the Defense Language Battery
- o **OMPF** - Certificates and or institutional validation for each language listed

- 7) **EDUCATION SUMMARY** - If you earned a civilian degree from a military PME school, the civilian degree should be listed in your Civilian Education Summary on the MBS and the Military PME School should be listed under the PME section of your MBS. In the OMPF, the Masters or other degree certificate should be in the Civilian Schools folder, while the course completion certificate from the Military PME school should be in the Different Schools Training folder.

a. **CIVILIAN**

- o **MBS** - **Date** and type of degree with description
- o **OMPF** - Degree and diploma certificates.

a. **MILITARY EDUCATION**

- o **MBS** - Formal Military Schools (not PME).
- o **OMPF** - Completion Certificate for each school
- b. **PME** - Are you complete for grade? MARADMIN 375/04 (Officer Professional Military Education Criteria) and MARADMIN 391/07 (Changes to Enlisted Professional Military Education Criteria)
 - o **MBS** - Official PME (Resident and Non-Resident)
 - o **OMPF** - Completion Certificate for each
 - a. Resident PME schools should be addressed with Admin and/or Resident school house.
 - b. Non-resident PME completed through [MarineNet](#) in Seminar or Blended format should be addressed with College of Distance Education and Training (CDET). [CDET](#) POC is the Registrar, 703-784-0268.

- 8) **Official Photo** - Get a second opinion on how the photo looks (overweight, uniform according to regulations, etc.)

- o Photo must be taken with 12 months of the commencement of the board convening date to be accepted by the board.
References: MARADMIN 003/09 and MCO P1070.12K

9) **Validate Fitness Reports**

- o Ensure that you are falling on the right profile per the date of the report, i.e., the RS and RO name on the fitness report match the names on the MBS.
- o Ensure the billet is accurately displayed for that report
- o Scan for overlaps or date gaps greater than 30 days.
Contact MMSB-31 at 703-784-3985 if you have fitness report discrepancies.

Phase II: Submission of Material to MMSB-20

AFTER SELF-AUDIT COMPLETION:

- Submission of documentation to [MMSB-20](#) can be accomplished by:
 - o **Email** a single or multiple PDFs of the missing documents to the following address: SMB.MANPOWER.MMSB-20@USMC.MIL
 - o **Fax** documents to Customer Service: 703-784-5682 / DSN 278-5682
- **NOTE:** Documents to be submitted to MMSB for inclusion in the OMPF need to have full name and last four written on each document for identification purposes and will be electronically removed after the documents have been added to the OMPF.
- Documents submitted for inclusion in the OMPF are generally observed in OMPF Online within 48-96 hours.

(THIS COMPLETES HOW TO AUDIT YOUR PERSONAL RECORDS)

Notes and Other Information

OMPF contents and POCs for questions, concerns, or discrepancies:

When reconciling your Service or Commendatory/Derogatory folders, have your MBS and OMPF available during the phone call with MMSB-20 in order to more efficiently address your concerns.

Service Folder (S-FOLDER) Contents

- o Contract information
- o Discharge documents
- o General administrative and service documents used to compute service time for benefits, programs or retirement
- o POC MMSB-20 (CUSTOMER SERVICE) 703-784-5640

Commendatory & Derogatory Folder (C-FOLDER) Contents

- o Civilian Education
- o PME Diplomas
- o Personal Awards
- o LOAs and Other significant achievements (CertComs, MerMasts)
- o Material pertaining to adversity
- o POC MMSB-20 (CUSTOMER SERVICE) 703-784-5640

Performance Folder (P-FOLDER) Contents

- o Addendum pages for Sgt's and above
- o POC MMSB-31 703-784-3437

Digital Photo (X-FOLDER) Contents

- o POC MMSB-20 (BOARD SUPPORT) 703-784-3738

Notes Regarding Awards:

- o Personal Awards awarded by Marine Corps commands must be approved in iAPS in order for awards to be entered in MCTFS and appear on the MBS.
- o Joint awards should be submitted to MMMA for entering into MCTFS and onto the MBS; MMMA will provide a copy of this award to MMSB for inclusion in the OMPF. Marines can submit, to MMSB, a signed certificate for inclusion in the OMPF. However, this alone does not ensure processing into the MBS.
- o Other service awards must be submitted to MMMA along with a copy of orders -- for USMC concurrence. If applicable, MMMA will provide a copy of these awards to MMSB for inclusion into the OMPF.
- o Awards since 1 Mar 08: Personal awards are processed via iAPS. Awards processed after 1 Mar 08 should have a completed NAVMC 11533 (personal award recommendation, SOA, Citation) in the OMPF. Lack of a NAVMC 11533 constitutes an incomplete record WRT awards. The signed certificate is beneficial, but not a requirement to be considered OMPF complete for a particular award.
- o Awards from 1 October 2000 to 1 Mar 2008: Personal awards were processed via APS. No guarantee that the HQMC APS 1650 (Personal Award Recommendation) - was automatically included in OMPF. Marine should make every effort to provide a copy of the HQMC APS 1650 to the OMPF. If a Marine is missing the HQMC APS 1650 from an award during this time period, there is a possibility that it is located in the iAPS archive. The HQMC APS 1650 constitutes a complete OMPF record WRT an award; in its absence, a signed certificate will be accepted, but it can be expected to be questioned by board members.
- o Awards prior to 1 October 2000: Personal awards were processed via OPNAV 1650 (Personal Award Recommendation). The Marine seldom received an award with the signed OPNAV 1650. As a result, a signed certificate is often considered OMPF complete, although a signed OPNAV 1650 would be ideal. [Return to Top](#)